

Exhibit 7



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	11/24/2019

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	11/18	7:00			1:45	2:00			9:00	8:00	5.75							13:45
	Tues	11/19	7:00			1:45	2:00			9:00	8:00	5.75							13:45
	Wed	11/20	7:00			2:00	2:15			9:00	8:00	5.75							13:45
	Thurs	11/21	7:00			1:15	1:30			9:00	8:00	5.75							13:45
	Friday	11/22	7:00			1:00	1:15			9:00	8:00	5.75							13:45
	Sat	11/23																	
	Sun	11/24																	
									68:75									68:75	

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

Ali E. P. 12/17/19

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 11/25/2019
--------------------------------------	--------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 12/19/19
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	12/01/2019

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	11/25	7:00			1:45	2:00			9:00	8.00	5.75							13:45
	Tues	11/26	7:00			1:45	2:00			9:00	8.00	5.75							13:45
	Wed	11/27	7:00			2:00	2:15			11:00	8.00	7.75							15:45
	Thurs	11/28									8.00								8:00
	Friday	11/29									8.00								8:00
	Sat	11/30																	
Sun	12/01																		
										40.00	19.25								59.25

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 19.25 hours to ZLS (formerly CMB).

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 12/02/2019
-----------------------------------------	--------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 12/19/19
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	12/08/2019

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	12/02	7:00			1:30	1:45			9:00	8.00	5.75							13.45
	Tues	12/03	7:00			12:45	2:00			10:00	8.00	5.75							13.45
	Wed	12/04	7:00			2:00	2:15			9:00	8.00	5.75							13.45
	Thurs	12/05	7:00			1:45	2:00			9:00	8.00	5.75							13.45
	Friday	12/06	7:00			1:45	2:00			9:00	8.00	5.75							13.45
	Sat	12/07																	
Sun	12/08																		
										40.00	28.75								68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

Jon Nagel 12/17/19

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 12/09/2019
-----------------------------------------	--------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 12/19/19
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	12/15/2019

2	Time									Hours										
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours	
				Begin	End	Begin	End	Begin	End											
	Mon	12/09	7:00			1:45	2:00			9:00	8.00	5.75							13.45	
	Tues	12/10	7:00			1:45	2:00			9:00	8.00	5.75							13.45	
	Wed	12/11	7:00			2:00	2:15			9:00	8.00	5.75							13.45	
	Thurs	12/12	7:00			2:00	2:15			9:00	8.00	5.75							13.45	
	Friday	12/13	7:00			1:45	2:00			9:00	8.00	5.75							13.45	
Sat	12/14																			
Sun	12/15																			
											40.00	28.75								68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

12/17/19 *Jon Nagel*

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>Jon Nagel</i>	Date 12/16/2019
------------------------------------------	--------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 12/19/19
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	12/29/2019

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	12/23	7:00			1:30	1:45			9:00	8.00	5.75							13.45
	Tues	12/24	7:00			1:45	2:00			HD	8.00	9.75							17.45
	Wed	12/25									8.00								8:00
	Thurs	12/26	7:00			2:00	2:15			9:00	8.00	5.75							13.45
	Friday	12/27	7:00			1:30	1:45			9:00	8.00	5.75							13.45
	Sat	12/28																	
Sun	12/29																		
										40.00	27.00								67:00

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 27.00 hours to ZLS (formerly CMB).

Jon Nagel 1/7/2020

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature *Jon Nagel* Date 12/30/2019

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature *[Signature]* Date 1/7/2020

Surrogate (Designated Alternate) Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	1/05/2020

Time										Hours								
Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
			Begin	End	Begin	End	Begin	End										
Mon	12/30	7:00			1:45	2:00			9:00	8.00	5.75							13.45
Tues	12/31	7:00			1:30	1:45			EHC	8.00	7.75							15.45
Wed	01/01									8.00								8.00
Thurs	01/02	7:00			2:00	2:15			9:00	8.00	5.75							13.45
Friday	01/03	7:00			1:45	2:00			9:00	8.00	5.75							13.45
Sat	01/04																	
Sun	01/05																	
										40.00	27.00							65.00

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 25.00 hours to ZLS (formerly CMB).

Al E. P. Jr. 1/7/2020

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 1/06/2020
-----------------------------------------	-------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 1/7/2020
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	1/12/2020

2	Time									Hours										
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours	
				Begin	End	Begin	End	Begin	End											
	Mon	01/06	7:00			1:45	2:00			9:00	8:00	5.75							13:45	
	Tues	01/07	7:00			1:30	1:45			9:00	8.00	5.75							13:45	
	Wed	01/08	7:00			1:45	2:00			9:00	8.00	5.75							13:45	
	Thurs	01/09	7:00			2:00	2:15			9:00	8.00	5.75							13:45	
	Friday	01/10	7:00			1:45	2:00			9:00	8.00	5.75							13:45	
Sat	01/11																			
Sun	01/12																			
											40.00	28.75								68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature	Date
<i>J. Nagel</i>	1/13/2020

Allocate 28.75 hours to ZLS (formerly CMB).

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature	Date
<i>[Signature]</i>	1/21/2020
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	1/19/2020

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	01/13	7:00			1:45	2:00			9:00	8:00	5.75							13:45
	Tues	01/14	7:00			1:30	1:45			9:00	8.00	5.75							13:45
	Wed	01/15	7:00			2:00	2:15			9:00	8.00	5.75							13:45
	Thurs	01/16	7:00			1:30	1:45			9:00	8.00	5.75							13:45
Friday	01/17	7:00			1:45	2:00			9:00	8.00	5.75							13:45	
Sat	01/18																		
Sun	01/19																		
											40.00	28.75							68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

Jon E. Nagel 1/21/20

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature *J. Nagel* Date 1/20/2020

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature *[Signature]* Date 1/21/2020

Surrogate (Designated Alternate) Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	1/26/2020

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	01/20	7:00			1:30	1:45			9:00	8:00	5.75							13:45
Tues	01/21	7:00			2:00	2:15			9:00	8:00	5.75							13:45	
Wed	01/22	7:00			2:00	2:15			9:00	8:00	5.75							13:45	
Thurs	01/23	7:00			1:45	2:00			9:00	8:00	5.75							13:45	
Friday	01/24	7:00			1:45	2:00			9:00	8:00	5.75							13:45	
Sat	01/25																		
Sun	01/26																		
											40.00	28.75							68.75

Allocate 28.75 hours to ZLS (formerly CMB).

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 1/27/2020
-----------------------------------------	-------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/4/2020
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	2/02/2020

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	01/27	7:00			1:45	2:00			9:00	8:00	5.75							13:45
Tues	01/28	7:00			2:00	2:15			9:00	8:00	5.75							13:45	
Wed	01/29	7:00			1:45	2:00			9:00	8:00	5.75							13:45	
Thurs	01/30	7:00			1:45	2:00			9:00	8:00	5.75							13:45	
Friday	01/31	7:00			1:30	1:45			9:00	8:00	5.75							13:45	
Sat	02/01																		
Sun	02/02																		
										40.00	28.75							68.75	

Allocate 28.75 hours to ZLS (formerly CMB).

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 2/03/2020
--------------------------------------	-------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/4/2020
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	2/09/2020

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	02/03	7:00			1:45	2:00			9:00	8:00	5.75							13:45
	Tues	02/04	7:00			2:00	2:15			9:00	8:00	5.75							13:45
	Wed	02/05	7:00			1:45	2:00			9:00	8:00	5.75							13:45
	Thurs	02/06	7:00			1:30	1:45			9:00	8:00	5.75							13:45
	Friday	02/07	7:00			1:45	2:00			9:00	8:00	5.75							13:45
Sat	02/08																		
Sun	02/09																		
											40.00	28.75							68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

De E. P. 2/20/2020

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 2/10/2020
-----------------------------------------	-------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/24/2020
Surrogate (Designated Alternate)	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	2/16/2020

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	02/10	7:00			2:00	2:15			9:00	8:00	5.75							13:45
	Tues	02/11	7:00			2:00	2:15			9:00	8.00	5.75							13:45
	Wed	02/12	7:00			1:30	1:45			9:00	8.00	5.75							13:45
	Thurs	02/13	7:00			1:30	1:45			9:00	8.00	5.75							13:45
Friday	02/14	7:00			1:45	2:00			9:00	8.00	5.75							13:45	
Sat	02/15																		
Sun	02/16																		
											40.00	28.75							68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

Joe P. 02/20/2020

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 2/17/2020
--------------------------------------	-------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/24/2020
Surrogate (Designated Alternate)	Date



Employee Timesheet

Zurich North America

GEMS Timekeeping

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	2/23/2020

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	02/17	7:00			1:45	2:00			9:00	8:00	5.75							13:45
	Tues	02/18	7:00			2:00	2:15			9:00	8:00	5.75							13:45
	Wed	02/19	7:00			1:30	1:45			9:00	8:00	5.75							13:45
	Thurs	02/20	7:00			2:00	2:15			9:00	8:00	5.75							13:45
	Friday	02/21	7:00			1:45	2:00			9:00	8:00	5.75							13:45
	Sat	02/22																	
	Sun	02/23																	
											40.00	28.75							68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

Jon Nagel 3/3/20

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 2/24/2020
-----------------------------------------	-------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 3/3/2020
Surrogate (Designated Alternate) <i>[Signature]</i>	Date



GEMS Timekeeping

Employee Timesheet

Zurich North America

1	Employee Name	GEMS ID Number	Week Ending
	Jon Nagel	70015320	3/01/2020

2	Time									Hours									
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
	Mon	02/24	7:00			1:30	1:45			9:00	8:00	5.75							13:45
	Tues	02/25	7:00			2:00	2:15			9:00	8.00	5.75							13:45
	Wed	02/26	7:00			1:45	2:00			9:00	8.00	5.75							13:45
	Thurs	02/27	7:00			2:00	2:15			9:00	8.00	5.75							13:45
	Friday	02/28	7:00			1:45	2:00			9:00	8.00	5.75							13:45
	Sat	02/29																	
Sun	03/01																		
										40.00	28.75								68.75

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

Qu. E. P. 3/3/20

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 3/02/2020
-----------------------------------------	-------------------

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date <i>3/2/2020</i>
Surrogate (Designated Alternate)	Date